



Security Officer I

Characteristics of Work

This is routine work safeguarding state property which involves patrolling an assigned area to guard against damage or loss due to fire, trespassing, theft, and other hazards. Incumbents are usually required to report to specific locations at various intervals and to punch time clocks. The work is performed independently in accordance with detailed instructions. Employees follow prescribed procedures in cases of emergency. Supervision is received from a security officer in a higher classification.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Patrols an assigned area; watches for fires, prowlers, or any other danger of loss or damage to property; punches time clock and makes reports as requested.

Enforces rules and regulations governing assigned area; insures that lights are off or on as required and that doors and gates are properly locked.

Gives information and directions.

Issues supplies in case of an emergency as required.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Enforces property and grounds security.
2. Keeps and maintains accurate records.
3. Performs general security duties.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is regularly required to stand; sit; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Completion of the Law Enforcement Training Academy may be a requirement depending upon the hiring agency.

Documentation Required:

Applicant must attach a valid copy of his/her certificate showing completion of the Law Enforcement Training Academy, where applicable.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.